Ymlaen: The Senedd’s Internship for Black, Asian, and Ethnic Minority graduates

Legal Services
About the Internship

We are looking to offer a paid, 12-month training internship to four graduates from a Black, Asian or Ethnic Minority background. The interns will be placed in various areas within the organisation – in this document you will find further information regarding a placement within the Legal Service. The interns will not be employed by us and the internship does not offer or guarantee a substantive role at the end of the 12-month period. The aim is for the interns to develop the skills, experience and ability required for an employed role within the Senedd Commission or elsewhere.

Training at the Senedd Commission means you will be at the heart of Welsh politics, developing your skills and knowledge on how to best navigate a busy and exciting workplace where Welsh laws are made. The Internship is an excellent opportunity that has been designed to provide you with the understanding and ability to develop within a diverse and inclusive organisation.

Development Opportunities Offered

During the Internship, you will receive continuous support from our Organisational and Development team. They will offer a wealth of resources and support, ensuring that you have all the tools you need to grow and to flourish at the Senedd. They will also arrange external training courses and events to encourage your learning as well as offering all the great internal opportunities in learning and development.
Welcome from the Head of Legal Services

Matthew Richards, Head of Legal Services

Croeso/Welcome,

Thank you for your interest in joining the Senedd Commission as an intern in the Information Governance Team.

I am delighted that we are continuing our partnership with the Windsor Fellowship to offer you the opportunity to learn and develop your skills with us. We have committed to working with the Fellowship to take specific positive action to improve the diversity of our teams where those from particular backgrounds are currently under-represented.

The Senedd has always been a progressive legislature with an appetite for innovation. It is an exciting, fast-paced environment in which to work and a rewarding one. We pride ourselves on our ‘one team’ ethos and our strong sense of purpose and passion for democracy in Wales. We are committed to building a strong, diverse workforce, which reflects the communities in Wales represented by Members of the Senedd. Diversity of our workforce is key to giving outstanding parliamentary support to Members.

The Legal Service provides specialist parliamentary support to Members to ensure the efficient and effective conduct of business and is responsible, among other things, for information governance and data protection.

Information is an important corporate asset, and its management and protection is crucial to the efficient operation of the Senedd. The Information Governance Team is responsible for supporting colleagues across the Senedd to ensure we create, maintain and protect trustworthy and reliable information.

We are proud to be taking positive action and are looking for applicants for this opportunity from a Black, Asian or Ethnic Minority background from all walks of life. We are recognised as excellent investors in people and are committed to supporting you through your internship.

If the opportunity interests and excites you, we would love to hear from you.
Title: Senedd Internship – Legal Services

You will be paid £32,141 for the year

Duration: 12 months – fixed

Service: Legal Services (Information Governance)

Eligibility:

1. You have the right to work in the UK without restrictions. Please note that the Senedd does not sponsor work visas.
2. You live in Wales.
3. You are from a Black, Asian or Ethnic Minority background.
4. You have been a resident in the UK or Ireland for a minimum of three years (this is a requirement to undertake National Security Vetting).
5. You are an university graduate at the time the scheme starts.
6. You are available to take part in the Internship from September 2023 to September 2024.

Location: Senedd, Tŷ Hywel, Cardiff Bay

This role will normally be a hybrid of on-site and remote working, subject to business needs. You will be provided with the support and equipment you will need to be able to work from home.

Pattern of Working: This is a full-time training programme, although flexible arrangements will be considered, subject to meeting the internship requirements.

Security Clearance: The internships have been assessed as requiring a ‘SC’ level of security vetting. For candidates who do not currently possess this level of clearance, appointment would be subject to the successful completion of this level of security vetting.
Information Governance

The Intern will gain first-hand experience of how to deal with a range of information governance matters, learning how we support Members and officials with their duties under data protection law and ensure good practice when managing and protecting information. You will be based within a service that is responsible for providing support in relation to the information: an important corporate asset, that is crucial to the efficient operation of the Senedd.

You will require first-rate organisational skills; the ability to respond flexibly to changing priorities and strong interpersonal skills.

The successful intern will learn how to support the coordination and delivery of the team’s work, which includes:

- Providing advice to Members and their staff as well as staff of the Senedd on duties under data protection law and good practice in managing and safeguarding information
- Delivering and monitoring compliance against corporate policies for the management and safeguarding of personal data
- Supporting requests for access to personal data
- Supporting projects that require personal data to be processed, including assisting teams to complete Data Protection Impact Assessments (DPIA)
- Supporting service areas by delivering new processes to manage information and records
- Responsibility for running meetings of the Senedd’s Information Champions Group

You will develop professional relationships with colleagues from across the Senedd as you learn how to be an effective part of a high-performing team.

As the Internship progresses you will become able to demonstrate your ability to provide excellent organisational support and a strong, service-oriented ethic. You will acquire the skills necessary to manage multiple tasks in a flexible and pro-active way.
Key Training Exercises

Exercises expected within the placement will include:

- Learning to support development of good information management and data handling.

- Contributing to the delivery of a data protection programme and monitoring on-going data protection compliance.

- Learning to provide (with appropriate support) training, advice and guidance on data protection compliance.

- Developing an ability to support colleagues to ensure a coordinated approach to information governance in all areas of risk, data quality and change.

- Becoming able to conduct data protection impact assessments and information risk management, and support services and projects in relation to these matters.

- Developing the skills and knowledge to handle Subject Access Requests and other requests under data protection law.

- Learning how to provide administrative support as required (including learning how to draft minutes, co-ordinate advice, and give organisational support).

- Becoming able to be a professional, reliable and responsive colleague; maintaining effective working relationships with key teams/others in the service.

- Developing experience in leading and/or facilitating team, Service or Directorate projects as required for your training and development.
Specific skills and Competencies:

This section states which skills and experience are deemed to be essential for this placement.

You should refer to the following criteria in your application form.

Criteria:

1. Excellent organisational skills and attention to detail, with the ability to prioritise your time effectively and respond flexibly to last minute changes or competing priorities.

2. Strong interpersonal skills & team working: Ability to be effective as part of a small team and to work confidently with staff at all grades and key stakeholders.

3. Strong oral and written communication skills.

4. Good working knowledge of Microsoft Office packages including Word, Outlook and Excel.

5. Commitment and ability to deliver a high level of customer service.

Welsh language criteria:

The language skills for the internship post have been assessed Courtesy Level Welsh. Candidates should have the ability to:

- Pronounce Welsh names, answer the telephone, greet people or make introductions bilingually
- Understand and use proactively familiar, everyday, expressions
- Understand very short texts where people are giving basic information about themselves or others in correspondence, on forms or to interpret content using the technology available.

For further information on the Welsh language levels, please visit our website.
Level Competency Areas and Behaviours:

These are the specific competencies that you will be expected to demonstrate during your internship.

Competency areas and Behaviours will be assessed at interview stage and do not need to be addressed within your application form.

Delivering results to our customers

- Develop effective relationships with stakeholders to provide solutions to problems and to identify opportunities for improving services.
- The ability to work with colleagues to ensure that systems and processes are compliant with legislation and good practice.

Working with and valuing others

- Share information with and consult others in the team using the most appropriate communication methods.
- Understand wider corporate aims and objectives, and awareness of political priorities and sensitivities.

Learning and improving

- See the big picture and make connections between different issues in light of organisational and political priorities.
- Ability to identify and consider a range of options and develop practical outcomes.

Leadership

- Empower others to take decisions and take forward ideas.
- Be prepared to challenge and be challenged.
At the end of the Internship

After 12 months with us, the successful Interns should have received the training needed to ensure that they have the skills and knowledge to work at a higher level (HEO / Management Band 2). Below are a list of competencies that should be able to be evidenced by the end of the Internships:

**Applying Expertise:** Develop and maintain knowledge related to role or subject area.

**Delivering Results:** Take responsibility for building productive customer relationships.

**Learning and Improving:** Develop options, identify risks and benefits and propose a way forward, monitor progress and evaluate outcome.

**Working with and Valuing others:** Build links and consult networks inside and outside the Senedd.

**Attention to detail:** Ability to accurately draft documents, such as letters, meeting notes and reports / briefings.

**Political awareness:** An understanding of the priorities of politicians or senior officers or high profile stakeholders and the political context in which they work.
Our Values:

Our values are part of everything we do. Together, we’ve created a set of values that celebrate the way we work together, and remind us of who we are and what we stand for.

RESPECT
We are inclusive, kind, and value each other’s contributions in delivering excellent services

PASSION
We are purposeful in our support of democracy and pull together to make a difference for the people of Wales

PRIDE
We embrace innovation and celebrate our achievements together as a team

WE ARE ONE TEAM

We look forward to seeing how your values align with ours, so you can help nurture a positive and inclusive culture with us.
Our official languages (Welsh and English):

We are fully committed to continuously enhancing and improving our exemplary bilingual services and to being a truly bilingual organisation so that Members of the Senedd, the public, staff and interns can choose to work or communicate naturally in either or both of our official languages, with the use of both languages proactively encouraged and facilitated.

Though we do not require everyone to be fluent in both our official languages, our expectation is that they are all committed to the delivery of services in both our official languages. To that extent, we expect our interns to have, or to acquire during an agreed period, courtesy-level skills in Welsh.

Diversity and Inclusion:

We want to foster an inclusive organisational culture, attracting and retaining the widest range of talent and ensures that all our employees realise their full potential, irrespective of their background. We want our workforce to be more representative of all sections of society at all levels in the organisation.

We welcome applications from a diverse range of people, from all backgrounds and with many different skills, experience and perspectives. We particularly encourage applications from disabled people and people from ethnic minority communities, who are currently under-represented in our workforce. Find out more about our approach to diversity and inclusion on our website. All appointments will be made on merit.

Apply now!

Application Process

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<tr>
<td>Virtual information sessions</td>
<td>TBC</td>
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<td>Application deadline</td>
<td>2 Ebril 2023</td>
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<tr>
<td>Windsor Fellowship Assessment Development Centre (virtual)</td>
<td>April 2023</td>
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<td>Senedd interview (virtual)</td>
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<td>Outcome</td>
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<td>Security clearance and on boarding</td>
<td>July – August 2023</td>
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<td>Internship start date</td>
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If you have any questions about the programme please contact, Roda AdenR@windsor-fellowship.org. Interviews will be held virtually using Microsoft Teams.